

### **Application Checklist:**

**Submit the following information with this application in PDF format to the Springdale Public Works Department (<mailto:lmeyers@springdalear.gov>). Hard copies are not required unless a building permit is being submitted.**

- Application fee. A fee in the amount of \$100.00 for a collocated single and \$250.00 for a new or replacement facility is required prior to review.
- Collocated Facilities:
  - A letter of intent and agreement to allow collocation of facilities or installation of facilities on an existing structure.
  - Adequate drawings or plans to determine compliance with height allowance, requirement that proposed facilities be camouflaged, and extent of disturbance to City infrastructure.
- New or Replacement Facilities:
  - A letter describing efforts to collocate the facility on existing structures or poles. The applicant should demonstrate a good faith effort to locate facilities on existing structures and/or collocate with other carriers.
  - A letter describing whether the facility will or will not accommodate equipment of other telecommunication providers, the provider's willingness or unwillingness to accommodate other providers, and the impact to both the pole and ground-mounted facilities to accommodate other providers.
  - A map or description of the location of the facility.
  - An illustration that shows the final appearance of the facility.
  - Engineered drawings of the facility to be installed, including required make-ready work.
  - Worker safety information related to small wireless facility installation.
  - Evidence of bonding as required by §100-7 of the Small Wireless Facility Deployment Act.
  - Evidence of insurance as required by §100-11 of the Small Wireless Facility Deployment Act.
- Refer to the Small Wireless Facility Deployment Act for additional requirements for collocation on City poles, aesthetics, penalties, and application time frame.
  - Additional requirements per Sec. 100-2. - Establishment of work zones and construction in public rights-of-way. If underground excavation or boring is proposed within the right-of-way, provide a map and details showing location and extents of proposed improvements.  
(<http://www.springdalear.gov/DocumentCenter/View/4608/Street-Bore-Procedures-PDF>)
  - If street or sidewalk cuts are proposed, provide details for pavement repairs per City standards (<http://www.springdalear.gov/DocumentCenter/View/474/Street-Cut-Procedures-PDF>).
  - Street, lane, and/or sidewalk closure requires separate permit (<http://www.springdalear.gov/DocumentCenter/View/475/Work-Zone-Ordinance-PDF>)